



Health Benefits



Putting the pieces together to improve your health

CLAIMS INFORMATION

Thank you for participating in the Flexible Spending Account (FSA) program. Whether you're an existing participant in the 2016 plan year, re-enrolling in the new 2017 plan year, or a first-time enrollee in the 2017 plan year, you may be required to submit a claim at some point. As the new FSA administrator for 2017, we want to make this as easy as possible for you. Below you will find some information that will help guide you through the claim submission process, detailing where you need to submit claims based on your dates of service and plan year participation.

WHERE DO I SEND MY DEPENDENT DAYCARE FSA CLAIMS TO RECEIVE REIMBURSEMENT?

- I have Dependent Daycare FSA expenses with dates of service in 2016, where do I send my claims?
 - All 2016 Dependent Daycare FSA claims must be submitted to ConnectYourCare.*
- I have Dependent Daycare FSA expenses with dates of service in 2017, where do I send my claims?
 - All 2017 Dependent Daycare FSA claims must be submitted to P&A Group.



HEALTHCARE FSA CLAIM SUBMISSION CHART

Scenario	I have Healthcare FSA expenses with 2016 dates of service - where do I send my claims?	I have Healthcare FSA expenses incurred during the grace period (January 1, 2017 - March 15, 2017) and I have a 2016 Healthcare FSA balance. Where do I send my claims?	I am enrolling in the 2017 Healthcare FSA. I have Healthcare FSA expenses incurred during the grace period (January 1, 2017 - March 15, 2017) and I <u>don't</u> have a 2016 Healthcare FSA balance. Where do I send my claims?	I am a new Healthcare FSA participant for 2017 and I incur an expense after January 1, 2017. Where do I send my claims?
Submission Instructions	You must send all 2016 claims to your prior vendor, ConnectYourCare.*	All Healthcare FSA claims incurred during the 2016 plan year grace period must be submitted to ConnectYourCare.*	Because you don't have a balance in your 2016 Healthcare FSA, you will begin using your 2017 account for reimbursement. All 2017 claims must be submitted to P&A Group.	All expenses incurred under the 2017 plan year must be submitted to the P&A Group.

**ConnectYourCare claims information is available at connectyourcare.com/statemd. Any claims for the 2016 plan year and/or Healthcare FSA grace period that are sent to P&A Group will be sent back to you so you can process with ConnectYourCare for reimbursement. All claims incurred in 2016 and/or during the grace period must be submitted to ConnectYourCare by April 15, 2017 to be reimbursed.*

HOW TO SUBMIT A CLAIM FOR YOUR 2017 FSA TO P&A GROUP

1. QuikClaim

Instantly submit claims and receipts directly from your smartphone.

1. Capture a picture of your receipt or other supporting documentation of your eligible expense.
2. Log into your P&A Account at www.MD.padmin.com from your mobile device by selecting **Account Login** and follow the prompts on your screen.

2. Electronic Claim Upload

Submit claims directly online at P&A's website www.MD.padmin.com by logging into your P&A account. Select **Upload a Claim** under the **Member Tools** tab.

3. Fax or Mail a Paper Claim

Claim forms are online at www.MD.padmin.com. Complete a form and fax or mail it to P&A Group.

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